



Planned Development Submission Checklist

The Area Plan Commission of Tippecanoe County

20 N. 3rd Street

Lafayette, IN 47901

765-423-9242

INSTRUCTIONS

Introduced by staff to the petitioner at the Presubmission Conference, the following checklist is designed to inform the petitioner of all the typical requirements for a complete planned development submission. At the Presubmission Conference stage, staff will typically have gone over the checklist items relevant to the specific project being discussed. With the conclusion of the Presubmission Conference stage and clearance by staff to submit draft plans, a completed checklist is required to be submitted along with the other required rezoning petition documentation. As negotiations unfold on the project, additional checklist items may be required.

This checklist is required to be completed by the petitioner and submitted at both the Draft Plan and Final Detailed Plans submission stages.

Except in situations where the re-use of existing structures is present in the proposal, all applicable items in this checklist must be accounted for by signifying "X" in the "Petitioner" column. Non-applicable items shall be accounted for by signifying "N/A" in the "Petitioner" column. **In situations where the re-use of existing structures is present in the proposal, the petitioner shall contact APC staff prior to making their submission to verify which checklist items are required to be satisfied in order for the submission to be complete.**

After the first submission is made, if staff identifies any unaccounted for items in the submission they will indicate which ones in the staff column provided by leaving the item blank. Items that staff accounts for shall be marked with an "X" in the staff column. Staff may also provide comments concerning specific items in the "staff notes" column.

For the submission to be complete, all items must be accounted for. An incomplete submission shall require the petitioner to address the outstanding items and resubmit. If subsequent resubmissions fail to address the outstanding items, staff will indicate so in the appropriate numbered "Staff Reviews" column. Once all items are accounted for staff will notify the petitioner accordingly and proceed to set up a draft plan review meeting.

For Final Detailed Plans submissions all elements of the approved Preliminary Plan shall be included as an appendix of the Final Detailed Plans as well as all applicable items found in this checklist and in Section 2-28 and Appendix B of the UZO. Additional items for the Final Detailed Plans submission may also be required of the locality the project is located in.

Petitioners are encouraged to provide staff an electronic PDF copy (and if requested, a printed copy) of each submission type (Draft, Preliminary or Final Detailed Plan) prior to making their formal submission in order that any errors or omissions may be identified and corrected before final prints are made for the submission. Once the formal submission is made, an electronic PDF copy of that submission shall be sent to staff.

Please contact the staff of APC if there are any questions.

PLANNED DEVELOPMENT PETITION CONTACT INFORMATION

Project Title: _____

Project Address: _____

Property Owner: _____

Address: _____

Phone: _____

E-mail: _____

Petitioner (if different from owner) _____

Address: _____

Phone: _____

E-mail: _____

Petitioner's Representative (if any) _____

Address: _____

Phone: _____

E-mail: _____

Planned Development Submission Checklist					Submission Type (Please indicate with an "X")	
Draft Plan Submissions: Unless otherwise specified by staff, 3 copies at a scale not exceeding 1"=100' and 24" x 36" in sheet size and electronic format to APC and 1 copy to each checkpoint agency.						
Preliminary Plan Submissions: Unless otherwise specified by staff, 8 copies at a scale not exceeding 1"=100' and 24" x 36" in sheet size and electronic format to APC.					Completed Checklist not required for submission	
Final Detailed Plan Submissions: Unless otherwise specified by staff, 10 copies at a scale not exceeding 1"=100' and 24" x 36" in sheet size and electronic format to APC.						
General Drawing Requirements: All sheets shall include a title and revision dates. Site Analysis and Proposed Site Plan sheets shall be done at the same scale. In the case of intense detail notation, staff may require additional detail sheets at a more readable scale.						
Petitioner shall put "N/A" in any box not applicable to the project otherwise provided item shall be indicated by "X".	Petitioner	Staff Reviews				Staff Notes
		1 st	2 nd	3 rd	4 th	
1. <u>Cover Sheet</u>						
A. Project name, zoning case file number and submission type (draft plan or preliminary plan or FDP).						
B. Table of contents, revision numbers and dates.						
C. Development team contact information (name / address / phone) for: Owner, Petitioner, Attorney, Engineer, Surveyor, Architect, Landscape Architect, etc...						
D. Prior to preliminary plan submission, as requested by staff: Renderings or perspective images (including PDFs) of the project which can either be placed on the cover or, if multiple images are requested, on additional sheets.						
2. <u>Existing and Proposed Zoning</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. Vicinity map (which may be on the Cover Sheet if room allows) at a scale not exceeding 1" = 1000' showing streets, landmarks and significant natural features in context with the project's boundaries.						
B. Proposed site (including acreage), boundaries and ownership of existing adjacent parcels, the existing and proposed uses and zoning on the proposed site, the existing zoning of and uses on all adjacent parcels.						

3. <u>Site Analysis</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. Aerial Photo Sheet: Current aerial photographic image of full site and adjacent parcels including boundaries and all paved areas (streets, sidewalks, parking lots, etc...).						
B. Existing Utilities and Topography Sheet: Location and size of existing utilities (water, storm and sanitary sewer, electric, gas and all private utilities) and topography at a 2-foot contour interval.						
C. Existing Vegetation and Tree Survey Sheet: Identify all existing vegetation by species name on site including trees with caliper of 3-inches or greater.						
D. Soils Map Sheet: provide the location and identification of all soil types on site as well as any unique natural features particular to the site such as a rock out-cropping, pond, vista, etc...						
4. <u>Narrative and Tabulations</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. Tabulation in chart form of the square footage of all proposed uses, by floor, and the totals for all floors.						
B. Tabulation in chart form of parking (by garage level if applicable) including handicap, standard and compact spaces, parking ratios per unit and bicycle spaces both internal to the site and in the public right-of-way.						
C. Tabulation in chart form of the total number of residential units by type, number of bedrooms, and by floor area, per floor and total for all floors.						
D. If applicable, tabulation in chart form of total number of hotel units by floor area, per floor, and total						
E. Project Narrative: A detailed description of the use and function of the project and how it fulfills the intent of Section 2-28-1 of the UZO.						
F. Restrictive Covenants: Proposed restrictions governing the use and function of the property.						

G. Final Plat Submission Record-By Date (Optional): (To be final negotiated during the draft plan phase) In order to record the Construction Plans portion of the Final Detailed Plans ahead of the Final Plat, present a record-by date for the Final Plat submission in the Narrative.						
5. <u>Preliminary Plat</u> : (Draft & Preliminary only) See Section B-1 of the UZO for preliminary plat submission requirements.						
6. <u>Final Plat</u> : (Final Detailed Plans only) See Section B-3 of the UZO for final plat submission requirements.						
7. <u>Proposed Site and Utility Plan</u> : (Multiple sheets may be used to clearly represent all required items)	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. North arrow, dimensions and area of overall lot and rezone area including individual parcel dimensions and area (if any individual parcels within the overall rezone area is being proposed). Include future right-of-way lines, easements and covenants.						
B. Building Envelope and Building Footprint with setbacks to property line for each proposed structure and existing structures to remain. Indicate existing proposed building heights from average grade. Also include limits of clearing and grading.						
C. Building footprints and heights for all adjacent structures and structures across streets.						
D. Nearest dimensions from all adjacent structures and structures across streets to all proposed structures.						
E. Locate, dimension describe the means for trash removal and mail delivery.						
F. Public street and right-of-way dedications, with square footages, and site area before and after dedication.						
G. Proposed grading at 2-foot contour intervals.						
H. Location, dimension, connection, label and description of proposed and existing underground, surface, and aerial utilities and structures within the property, on the periphery of the site and in the full street. Show relationship of underground and aerial utilities to proposed landscaping and street tree placement.						

I. Utilities to account for in the site and utility plan: Water meter vaults and water meter clear zones, electric transformer vaults or pads, storm sewer, gas, sanitary sewer, water, electric, cable TV, telephone, fiber optics and all other private utilities.						
J. Parking layout: indicate quantity and size (standard, compact, handicapped) and percentages of standard and compact spaces.						
K. Open spaces and buffers: locate and describe all open spaces and buffers.						
L. Full street sections and intersections, including all driveways.						
M. Curbs and gutters.						
N. Sidewalks: dimension full sidewalk width from the back of curb and the clear sidewalk width.						
O. Street lights and utility poles: indicate proposed, existing to remain and those proposed to be relocated.						
P. Bus stops and bus shelters: indicate all proposed, existing to remain and those proposed to be relocated.						
Q. All proposed (and existing to remain) street trees, tree pits and/or tree planting strips.						
R. All proposed (and existing to remain) fire hydrants and fire department connections.						
S. All proposed (and existing to remain) crosswalks, including width and length dimensions.						
T. All proposed (and existing to remain) ADA ramps and driveway entrances.						
U. All proposed (and existing to remain) traffic signal poles and cabinets.						
V. Indicate all ground floor pedestrian entrances to all proposed structures and existing structures to remain. Indicate type of entrance (residential, office/retail, etc.).						
W. Corner vision obstruction area: demonstrate no site distance conflicts at all intersections and driveways.						
X. Location and dimension of all loading docks or loading areas.						

Y. Proposed spot elevations at: ramps, sidewalks, first floor and all entrances, garage and loading dock entrances and top/bottom of all privacy walls and fences.						
Z. Lot coverage: indicate the percentage of lot coverage and the percentage of green and pervious open space.						
8. <u>Proposed Landscape Plan</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. Identify, by species, all existing vegetation to remain and to be removed. Include caliper size for all trees.						
B. Identify all existing and proposed retaining walls and berms and provide their proposed top and bottom spot elevations.						
C. Identify all proposed landscaping and include a plant schedule table that contains the species type and quantity.						
D. Identify all proposed streetscape enhancements including sidewalk type, street furniture, street lighting, street signage, etc...						
E. Identify proposed public art or decorative elements of the project that contribute to overall aesthetic of the project.						
F. For existing vegetation to remain and tree save areas, include details on how it will be protected during the construction period.						
G. Identify the total area and percentage of proposed landscaped greenspace, including any structured soil environments.						
9. <u>Striping and Marking Plan</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. If requested by staff, provide the number, direction and width of existing and proposed travel and parking lanes, crosswalks, medians, bike lanes, planting areas, street lights, existing traffic signals (poles, span wires and/or mast arms), label and delineate fire lanes, if applicable.						
10. <u>Street Cross-Sections Plan</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. If requested by staff, provide existing and proposed street cross-sections that include: building wall lines and dimensions of sidewalks (both total and clear sidewalk), planting areas, curb and gutters, medians, parking, bike and travel lanes.						

11. <u>Architectural Plans</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. Floor plans of each garage level (if applicable), including: <ol style="list-style-type: none"> 1. Elevations 2. Dimensions of overall structure 3. GFA of overall structure 4. Layout and number of parking spaces 5. Label and dimension typical standard, compact and handicapped spaces 6. widths of each aisle 7. Label and size of storage, mechanical, retail parking, bicycle parking, and other non-parking areas 8. Garage lighting types & locations 9. Ventilation details 						
B. Ground Floor Plan <ol style="list-style-type: none"> 1. Overall dimension, elevation and GFA 2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, trash collection areas, and garage and parking areas. 3. Label building entrances for pedestrians and vehicles 4. Location and information on landscaping, plazas and other site features. 						
C. Typical Floors <ol style="list-style-type: none"> 1. Overall dimension, elevation and GFA 2. Label all separate uses and access to separate uses, including storage, loading and service areas, retail and retail access/connections to service areas, trash collection areas, and garage and parking areas. 						
D. Roof Plan <ol style="list-style-type: none"> 1. Provide elevations, showing main roof and penthouse roof elements and all mechanical units. 						
E. Building Elevations of each building from the north, south, east and west showing:	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
1. Height in feet of proposed building as measured from average site elevation, to the top of main roof, penthouse, and structures above the penthouse.						
2. Number of floors and elevation of each floor including main roof, penthouse roof and any structures above penthouse roof, and slab-to-slab heights of all retail spaces.						
3. Height, location and general design of structures above building height limit.						

4. Label location and access to underground parking and loading.						
5. Label façade and exterior surface materials and colors.						
6. Complete street frontage, ground level elevations showing complete design details, façade materials and colors at a recommended scale of 1/8" = 1'.						
7. Distance from shared property line and percentage of building wall openings.						
8. General size and location of vents for garage air intake and exhaust, HVAC, and laundry.						
F. Vertical Cross Sectional Views (if requested by staff) showing:	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
1. Average elevation of the site						
2. Height in feet of proposed structure(s) as measured from average site elevation.						
3. Number of floors and elevation of each floor, including main roof, penthouse, and structures above the penthouse.						
4. Height, location, and general design of structures proposed above the building height limit.						
5. Label location and access to underground parking and loading.						
6. Elevation of all floor grades above and below ground.						
7. Buildings in relationship to surrounding uses:						
a. Distance between proposed buildings and adjacent lots.						
b. Distance between proposed buildings and adjacent buildings.						
c. Distance between proposed buildings and adjacent streets.						
d. Heights of proposed buildings and adjacent buildings.						
e. Distance of building wall from the shared property line.						
8. Plazas and landscape areas above structures, soil depth for all landscaping, and elevations at finished grade.						
9. Key map showing where cross-sections are taken.						

G. Screening Plans for:						
1. Mechanical equipment						
2. Parking areas						
3. Loading areas						
4. Trash areas						
5. Penthouse areas						
12. <u>Signage Plan</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. Provide locations, elevations and full schematic details in color of all proposed signage for the project including building signage, tenant signage, window signage, wayfinding signage, freestanding and monument signage and all other signage types. Include details on signage lighting.						
13. <u>Lighting & Photometric Plan</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. Provide locations, elevations and full schematic details of all proposed lighting for the project, including street and building lighting, decorative lighting, common area lighting and all other lighting for the project.						
B. At staff's request, provide a complete photometric plan for the project.						
14. <u>Additional Submission Items</u>	Petitioner	1 st	2 nd	3 rd	4 th	Staff Notes
A. At staff's request, provide a traffic impact analysis.						
B. If applicable, provide horizontal property ownership documents and/or owners association documents.						
C. Development Phase Plan (Optional): (To be final negotiated during the draft plan phase) Unless the project is to be built all at once, present a timeline and phase plan for the phasing of the project and the submission of the Construction Plans. The final negotiated Phase Plan shall be added to the Preliminary Plan set.						
D. Community Benefits Letter (to be included with the petition or as part of the Project Narrative): A summary explanation of the project's benefit to the community.						
E. Public Art: Plans, illustrations and descriptions of all proposed or (if negotiated during the draft plan phase) agreed upon public art offerings including public art easement areas.						
F. Other Requested Items: Given the uniqueness of each PD staff may request other items not listed in this checklist during the negotiation process.						

